



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: DIRECTOR OF INFORMATION SYSTEMS

SALARY RANGE: \$92,186 - \$136,448

The City of Middletown is accepting applications for the position of Director of Information Systems. This position is located in the Middletown Technology Services Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on September 22, 2016.** Complete job description and application forms may be obtained in the Human Resources Department, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Master's Degree preferred in Computer Science, Business Administration, Public Administration and six (6) years of progressively responsible full-time paid experience supervising or administering computer operations and four (4) years' experience in the installation and support of LAN and WAN technologies; or, any combination of education and experience that provides equivalent knowledge, skills and abilities. This position requires experience with various communications routers, switches, hubs, firewalls and related protocols, network design, deployment and troubleshooting. Thin Client or Server-Based experience using Citrix or Microsoft products required. Cisco certification a plus. **(Copies of required certifications must be attached to the application.)** Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Under the direction of the Mayor, plans, implements and manages the City's infrastructure of networked computer systems, software, personal computers and peripheral devices, to provide support services to City departments and to develop and maintain in-house custom applications for mission-critical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Monitor all activities of the network facilities, execute testing and analysis of all elements of the network facilities (including software, power, communications, lines and terminals); Ensure networks are secure and resolve issues with security breaches; Coordinates the implementation and use of all Internet, Intranet and Extranet activities; Coordinate and manage overall design and health of all desktop computers and peripherals, including communications equipment and communication systems; Develops long and short-range goals and objectives, coordinates, schedules and oversees the implementation of projects; compiles budgets for yearly operations, five-year CNR specific projects and multi-year technology implementations; Manages department staff; Assists in the selection of vendors; Attends Common council meetings and/or city commission meetings, as required; and, Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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